

C O N F I D E N T I A L

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23 May 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 23 May 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

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No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. Headquarters Logistics Notes: On 22 May 1984, the Logistics Services Division, OL, distributed to the area logistics officers at the Headquarters building as well as at the outlying buildings, the first of a series of notes entitled, "Headquarters Logistics Notes." They will cover a broad range of topics which affect employees working at the Headquarters building, are intended to be informal, and are not for the purpose of establishing policy. Comments and suggestions were requested from recipients.

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b. Planter Barricades: The planter barricades were placed at the Southwest Entrance to the Headquarters building on 18 May.

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c. New Building Project - Bid Package #3: The bid opening for the powerhouse modifications was held at General Services Administration on 22 May. Twelve bids were received. While formal notification of a winner has not been made, it appears that the contract price will be \$16,000,000.

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d. Reconfiguration of Parking Lots: On Thursday, Friday, and Saturday, 17 through 19 May, the Carrier Maintenance Section, Logistics Services Division, OL, with assistance from personnel of the Space Maintenance and Facilities Branch, OL, reconfigured the Headquarters parking lots. To accomplish the reconfiguration, 50 new signposts were installed, 48 new signs were mounted, 96 existing signs were relocated or removed, and 48 spaces in West Lot were restriped. On Sunday, 20 May, 233 parking spaces in North and South lots were renumbered.

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25X1 e. Logistics Integrated Management System (LIMS):
Twelve individuals representing OL, OF and ODP are conducting a readiness review of draft documentation Booz-Allen & Hamilton (BAH) has prepared for use at the Critical Design Review (CDR). The purpose of this review is to provide BAH with a candid assessment of their work and to assist the LIMS project manager in making his decision as to BAH's readiness to conduct the CDR. The CDR is currently scheduled to begin on 11 June 1984.

25X1 On 21 May, the BAH project manager conducted a briefing on how the approvals process was to be designed in LIMS. OL, OF, OIG and ODP representatives were present. The approach to be taken was well received and BAH will now proceed with its design of the complex process. []

25X1 f. Copier Activities: The Printing and Photography Division, OL, Copier Management Program (CMP) is reviewing rental equipment for possible eligibility for conversion to purchase. Factors being considered are accruals, warranties, machine reliability, service records and response, and anticipated life versus payback period. CMP activity has increased 27 percent as of this reporting period in comparison to all FY 1983. []

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25X1 h. Safe Disposal: Twenty excess Remington Rand safes were turned over to the State of South Dakota at the direction of the General Services Administration. Total value - \$30,560. []

25X1 i. Depot Repaving: Major work was resumed on the repaving of the Depot drive by the contractor, who hopes to begin pouring concrete on 25 May 1984. []

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25X1 k. Ames, Key, Chamber of Commerce Parking Access
Control: On 18 May 1984, representatives of Charles E. Smith
(CES) Management Company and Real Estate and Construction
Division (RECD), OL, met to discuss the leasing of the parking
garage at 1200 Wilson Boulevard (Key Building). Based on a
market survey conducted by CES, a price of \$78.00 per parking
space per month was quoted as the going rate in the Rosslyn,
Virginia area. However, this figure did not correspond with
RECD's independent market survey of \$70.00. Currently both
parties are looking at the lease terms and conditions. [redacted]

3. Significant Events Anticipated During the Coming Week:

25X1 There will be an OL Staff meeting, followed by a
25X1 Logistics Career Board meeting, to be held on 25 May at the
25X1 [redacted] Depot. The career board will be considering the
initiative on a Logistics Internship Program. [redacted]

[redacted]
Daniel C. King

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